



USAID/Jamaica Project Management Specialist (Energy) Foreign Service National Position Description

BACKGROUND

On June 19, 2014, Vice President Joe Biden announced the Caribbean Energy Security Initiative, which commits the U.S. to partnering with “individual countries committed to achieving an energy sector transformation to provide a comprehensive package of strategic planning and technical assistance”. Within USAID’s global portfolio of clean energy programs, Jamaica aims to be used as a model for effectively integrating a high penetration of variable renewable energy generation and efficient use of energy. USAID/Jamaica’s new clean energy program aims to provide a comprehensive package of support to fulfill the Administration’s commitments under the Caribbean Energy Security Initiative and the joint State-USAID Enhancing Capacity for Low Emission Development Strategies program (EC-LEDS) to assist Jamaica in achieving its energy sector objectives. The focus will be to provide technical and program management-related guidance to the USAID/Jamaica Mission staff, Government of Jamaica (GoJ) officials, international development partners (IDPs), other USG agencies, non-governmental organizations (NGOs), and the private sector, in the formulation, design, implementation, results reporting and assessment of USAID-financed activities addressing issues related energy and climate change.

13. BASIC FUNCTION OF POSITION

The task of the Project Management Specialist for Energy (PMS) is to support USAID Mission efforts to assist Jamaica in its goals of facilitating clean energy generation and mitigating the impacts of climate change. The PMS is responsible for project management of the USAID/Jamaica Energy sector portfolio, which includes, a) administering the new Caribbean Clean Energy Program (CARCEP); b) representing USAID interests with GOJ in policy; and c) capacity building discussions and providing technical advice with climate sector action plans in Jamaica and strategies for the broader climate change mitigation portfolio. The Specialist will implement, monitor, and evaluate all energy related activities in the Global Climate Change (GCC) portfolio. S/he utilizes an in-depth knowledge of the Jamaican energy sector; contributes to the Mission strategy and annual reporting documents; cultivates and maintains senior-level relationships with the GoJ, energy-related private sector entities, the donor community, civil society organizations, implementing partners (IPs), and with other stakeholders; and reports on the energy sector to USAID/Washington, as required.

14. MAJOR DUTIES AND RESPONSIBILITIES

As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1) customer focus; 2) results orientation; 3) empowerment and accountability; 4) teamwork and participation; and 5) valuing diversity.

The PMS is responsible for managing all USAID/Jamaica energy activities.

Project Management and Monitoring (60%)

- a) Guides the USAID/Jamaica Environment team with planning, designing and implementing mechanisms as the designated Agreement/Contracting Officer's Representative (A/COR).
- b) Manages daily Energy activities with IPs, the GoJ and other key Energy stakeholders in the community including conducting site visits and preparing trip reports. As potential issues arise, the incumbent should inform Mission management.
- c) Prepare sector-level communications and finalize program documentation and reports, as required in accordance with standard Mission procedures.
- d) Works with senior IP management and project officials to receive needed information in conjunction with USAID regulations and policies, including audit regulations, assistance with country level issues, etc.
- e) Provides leadership in establishing performance monitoring systems for results frameworks in coordination with Mission management and IPs.
- f) Ensures appropriate accounting of resources by tracking quarterly accruals, approving vouchers, maintaining project pipeline information, preparing annual incremental funding documentation, and providing leadership in meeting audit recommendations.

External Relations (30%)

- a) Serves as the principal USAID Energy point of contact responsible for interpreting, explaining, and clarifying U.S. Government and USAID Mission policies, programs, and

strategies in the energy sector, through regular contact with the GoJ, NGOs, IPs, and other donors.

- b) Establishes and maintains senior-level contacts with GoJ counterparts, donor agencies, the private sector, and a wide range of NGOs, research institutions, universities, etc.
- c) Ensures coordination with other USG and GoJ agencies with expertise in the energy sector, to the extent that these are complementary to or integrated with the USAID-funded energy programs.
- d) Participates in conferences, workshops, trainings, etc. in order to stay current with energy related issues and new discoveries.

Overall Project Support

(10%)

- a) Assists the USAID/Jamaica GCC team with office taskers, requests, demands, processes, etc.
- b) Responds to other GCC and/or environment related duties as assigned by Mission management and/or the Director of the Office of Environment and Health.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Education: A Master's degree in an engineering discipline, physical sciences, economics, business administration or other relevant field is required.

Prior Work Experience: The incumbent should have at least six years of progressive and responsible experience working in the energy sector in Jamaica. Experience within the energy sector in the Caribbean region is also desirable. Broad experience in the entire energy value chain spanning regulation, generation, transmission, distribution; as well as renewable energy efficiency is required. Experience in leading teams, strategic planning, project design, project implementation, project monitoring, project evaluation, and sustainability planning from a private sector entity and donor perspective also required. Experience working with U.S. government agencies and international development organizations is desired.

Post Entry Training: Post-entry training will include COR/AOR training and familiarization training in USAID procedures and regulations; formal courses offered for professional staff, as appropriate; and seminars, courses, and trainings required for professional performance in the field related to the function

as agreed upon with his/her supervisor. All post entry training is subject to courses being offered and the availability of funds.

Language Proficiency: Level IV. Fluency in speaking, reading and writing English is required. Incumbent must be able to prepare well-written briefing documents, presentations, project reports and correspondence in a professional manner.

Job Knowledge:

- Strong knowledge of Jamaica's energy sector and renewable energy development is required.
- Knowledge of strategies, programs, and the working methodologies of other donor agencies (bi- and multi-lateral) in the energy sector in desirable.

Skills and Abilities:

- Ability to lead program design, budgeting, implementation, monitoring and evaluation skills is essential.
- Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships with implementing partners and both national and international working partners to prepare required reports.
- Strong computer literacy with using word and excel software for the ability to create and edit charts, tables, graphs and presentations, in addition to the effective use of email and the Internet are required.
- Ability to facilitate training workshops and present technical data in a clear and concise manner to audiences with varying degrees of knowledge/experience in the energy sector.
- Ability to operate successfully in a team environment and to work independently.
- Excellent interpersonal skills.

16. POSITION ELEMENTS

Supervision Received: The incumbent reports directly to the Office of Environment and Health Office Director. The Supervisor will establish work objectives, prepare the annual performance evaluation report and establish priorities with input from the incumbent and other USAID staff. The incumbent must be able to perform both routine and more substantive duties with minimum guidance. Specific instructions will be given for new or unusual assignments. The incumbent will work closely with the Global Climate Change staff and use his/her own initiative to prioritize routine requirements and follow through on assignments, as agreed with the Supervisor.

Supervision Exercised: This is a non-supervisory position.

Available Guidelines: The incumbent will work within USAID policies, procedures, regulations, and guidelines.

Exercise of Judgment: The incumbent is required to exercise judgment in setting work priorities. The use of initiative and discretion is expected from the incumbent in dealing with inter-agency and agency energy sector personnel and other development partners to resolve problems that arise during the course of work. In case of uncertainty, the incumbent must know when to ask questions and when to seek further guidance and/or explanation from his/her Supervisor and other co-workers.

Authority to make Commitments: The Specialist retains the authority given to USAID activity managers and COR/AORs and makes administrative arrangements consistent with Automated Directive System (ADS), Federal Acquisition Regulations, other USG policies and procedures, and Mission Policy. Makes decisions, takes action, and establishes priorities, based on available guidelines and professional judgment. Guidance should be sought when needed, and the supervisor informed of activity and project status.

The incumbent has no authority to make commitments or commit U.S. Government funds on behalf of the U.S. Government, USAID/Jamaica.

Nature, Level and Purpose of Contacts: The incumbent must communicate well verbally and in writing with all U.S. Government agency employees, GOJ representatives, USAID/Jamaica personnel, staff on short-term Temporary Duty (TDY), VIP visitors, and counterpart personnel at all levels (including development partners, implementing partners, and the private sector). Many contacts with GOJ officials, other U.S. Embassy personnel and/or implementing partners are substantive in nature, therefore, the incumbent must be sensitive to the necessity for discretion and confidentiality and to not commit the USG to a particular course of action.

Time Required to Perform Full Range of Duties after Entry into the Position: One year.